DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

S: 8 December 2006

CECI-B (25-1c2)   15 November 2006

MEMORANDUM FOR ALL HEADQUARTERS STAFF PRINCIPALS AND USACE COMMANDS, ATTN: DIRECTORS OF INFORMATION MANAGEMENT

SUBJECT: Information Technology Investment Portfolio – FY 2009-2013 Guidance

1. Reference ER 25-1-106, Information Technology Capital Planning and Investment Management, 22 June 06.

2. The Information Technology Investment Portfolio System (ITIPS) is now open for Directors and Chiefs of Information Management, IT Planners, and IT Investment Proponents to update ITIPS records to ensure that IT investments (existing and planned) identify requirements for FY2009-2013 as required by ER 25-1-106.

3. Because of the uncertainty of the transition to the A76 environment, unless you have a specific known requirement, assume that the plan for FY08 will be the same as for FY09. For corporate requirements, the amounts authorized through the Capital Planning and Investment Management Process (CPIM) process for FY07/FY08 have been entered in ITIPS.

4. The enclosure provides some guidance on various items to pay particular attention to as you develop your plans/ update your ITIPS records. ITIPS data is used for many purposes including: input to the Command Consolidated Guidance (CCG); providing data for senior level decision on IT requirements; budget decisions; preparing the DA Program Objective Memorandum (POM); and preparing the Office of Management and Budget Civil Works submissions (Exhibit 300 and Exhibit 53).

6. The suspense date for completing the update is close of business 8 December 2006. My points of contact are Sally Mahoney (202) 761-7135 and Michele Martin (202) 761-7115. Thank you for your support in this update process.

FOR THE COMMANDER:

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WILBERT BERRIOS
Director of Corporate Information

Enclosure to ITIPS Guidance

Guidance highlights and quick facts

More extensive definitions and information is available in the users guide document available on the ITIPS web page at: http://www.usace.army.mil/itips/

1. General ITPS Information.

a. If you need to become an ITIPS user, ask your UPASS person to give you permissions to ITIPS sid S0ITIPP2 on WPC25. Get the ITIPS software from your local help desk or from the web page listed above.

b. If you need permissions to update records in your office or for your AIS, any person who already has access can give you access using the "User Access" selection on the top bar. If no one available has access, send an email to Sally Mahoney or Michele Martin with the ITIPS record number or system name and we will give you permissions.

c. If you have old records for systems that don't exist, or duplicates or test records that you would like to have deleted, then on the management tab select "archive = yes". If you have records you would like to have deleted that you don't have access to, and then send an email to Sally Mahoney or Michele Martin with the ITIPS record number or system name and we will take care of it.

2. FY09 Requirements - projected CPIM schedule: ER 25-1-106, Information Technology (IT) Capital Planning and Investment Management (CPIM), provides information on the processes for the selection, management, and evaluation of IT investments. The schedule below shows the major milestone dates and activities for the upcoming CPIM process cycle.

ITIPS Guidance	13Nov
ITIPS Data Input	through 8 Dec
Develop detailed criteria	20 Nov
EFAT criteria validation	20 Nov 06 – 27 Nov 06
Executive Sponsor Review	mid Dec - mid Jan
CFAT	Jan 07
EFAT	15 Feb 07

More information is available on the Capital Planning web page at:
https://corpsinfo.usace.army.mil/ci/cfat/

3. Data Guidance Highlights.   The following are provided points to think about as you develop your IT plans to ensure that all IT related costs are included in your plans.

   a. Security (Information Assurance community). POC is Joy Renfro, CECI-I

IA personnel
All AIS need to have an IASO appointed per DOD 8570.1. This person must be trained and certified according to their management or technical level. Initial training and certification costs can be as much as $3000 ($2400 for a class and $600 for certification test). IASOs may be appointed for multiple AIS, and IASOs may be contract or government personnel.

IA documentation and testing requirements
Federal law requires that Information Systems have security evaluation documentation as follows:

**initial certification and accreditation
   Formerly, DOD process for this was DITSCAP but is now moving toward DIACAP. USACE has an automated tool to assist with this effort. Major change in DIACAP is that the Certifying Authority (CA) may not be a company or government organization, but is the Army IAPM-- exclusively. To adhere to this requirement, AIS PMs must utilize the services of an Army-approved Agent of the Certifying Authority (ACA). Currently there are several approved ACAs that are outside of USACE. USACE has submitted an application for approval as an ACA. Whether or not this application is approved, AIS must utilize approved ACA services and fund their work to document the security status of the AIS IAW DIACAP. Certification and Accreditation must be renewed at least every three years *or* when a major change to the system occurs.

**Continuity of Operations Plan (COOP)
Every AIS must have a documented COOP. The detail and extent of the COOP provisions may vary widely between small systems and large, critical systems--but all AIS must document their contingency plans. The date of the plan must be provided to CECI-I.

**Test of COOP
The COOP must be tested on an annual basis. Large AIS may have a testing plan that spans more than one year, but some type of test of the COOP must be performed and documented annually. The date of the test must be provided to CECI-I.

**Annual Test of Security Controls
Security controls that are applicable to the AIS must be tested on an annual basis. The DITSCAP/DIACAP documentation from the Telos Xacta IAM tool will include a list of security controls from DOD 8500.2 that apply to the AIS. These must be tested annually and documented, and the date of the test must be provided to CECI-I.

**Annual Security Review
An annual Security Review must be performed and the date of the review must be provided to CECI-I. Information regarding the scope and nature of this test is available from CECI-I.

b. R**equirements Description. At the System Description – Future Tab:**

(1) Provide a detailed description of the requirement for the Fiscal Year of the investment in the System Description – future Tab. The dollar amounts required for the requirements should also be reflected on the **finance tabs**.

(2) Infrastructure Impact.   POC for infrastructure is Sondra Charlton.

The effects of changes to the enterprise infrastructure need to be planned for, and this information helps that process. These changes may be development, modernizations, enhancements (DME), or operations. ER 25-1-106 Appendix D provides definitions on what should be considered as DME vs. operations.

- Describe Impacts to the computer infrastructure including:

  1. Physical changes or additions to the <u>location(s)</u> of the system(s) or data storage.

  2. Major increase/decrease in the <u>size</u> or amount of computer processing power, data storage or data network transmission

  3. All <u>new modules</u> or <u>new applications</u>.

  4. <u>New sites</u> or major customer additions for existing applications.

- Include the following information:

  1. These changes have been coordinated with CECI (POC   ).

  2. There are not any expected financial impacts to the infrastructure or financial impacts to the infrastructure will be funded by_____.

- Include costs for upgrading to the latest versions of Oracle and Solaris, and costs associated with your Continuity of Operations Plans.

c. **Performance and Acquisition**.

(1) Earned Value Management. POCs are John Schell and Kristina Kauffman.

Initiatives that include DME must manage the DME using Earned Value Management (EVM). The appropriate clauses must be included in the contracts.

(2) Performance Goals for Corporate Investments. POCs are Brenda Gooden and Sally Mahoney.

Provide a summary of the performance goals for your investment on the **System Description Tab**. Please answer the following 3 questions:

1. What are the results of any measurements that show the satisfaction of my customers with the system?

2. How do I know that the system still supports the mission it is used for?

3. How have I checked to see if there is another system that might do what this system does?

If your goals will require you to spend money (such as preparing and analyzing a customer survey) make sure the cost is included in your plan and reflected in your ITIPS record.

d. **Records Management.** POC is Linda Genovese, CECI

Privacy Impact Assessments (PIA), Privacy Act (PA) Systems of Records Notices (SORN), and Army Records and Information Management (ARIMS) records disposition scheduling are among the items to consider as you make your plan. Additionally, all electronic records management (ERM/RMA) applications must be DOD 5015.2-STD certified. A DOD 5015.2-STD Compliant Product Register of electronic RMA applications is found at http://jitc.fhu.disa.mil/recmgt/register.html.

e**. Enterprise Architecture.** POCs are Jean Gilleo and Dr. Cary Butler

Scheduled changes should include updating the system architectures. Moving systems into compliance with the C*e*A, developing interoperable data, developing architecture artifacts should all be included in the cost requirements of the systems.

4. General Data Input Information.

   a. Please don't leave the acronym blank, this is important for various reports.

   b. Check names and phone numbers of POCs

   c. In the **IT Classifications**, please don't use "Other" if anything else might fit.

   d. In **the financial tab**, check that you are on the correct tab for your requirement – Site for Fee for Service, Direct for appropriations such as GE, OMA, etc. and PRIP for PRIP.

POCs for ITIPS questions are Sally Mahoney (202 761 7135) and Michele Martin (202 761 7115).

The POCs for questions on the Capital Planning process are John Schell (202 761 7133), Brenda Gooden (202 761 7098), Sally Mahoney (202 761 7135) and Vesta Cadieu (202 761 7142).